

**Personal Digital Assistants (PDAs) and “Smart Phones”** are portable devices that are capable of storing information, accessing the Internet, sending and receiving E-mails, videos and photographs. Due to the capability of these devices to store information, including such sensitive information as Personal Identity Information (PII), passwords, and sensitive budget information, and the fact that they are easily lost or stolen, they must be treated as sensitive property and accounted as such and are now deemed as “sensitive accountable personal property”. NOAA PDAs must be barcoded and accounted for as sensitive personal property in the same manner as laptop computers and other IT related personal property items. Such PDAs include, but are not limited to, BlackBerry, Treo, Palm Pilots, IPAQ Pockets and Smartphones. All NOAA PDA's eventually must be password protected or encrypted.

For questions regarding the accountability of PDA's, call your local personal property representative.